



# VERMONT ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

*SERVING EDUCATION THROUGH SOUND BUSINESS PRACTICE*

Linda Rosa, President  
Orange East S. U.  
802-222-5216

John Pike, President-Elect  
Washington West S. U.  
802- 496-2272

David Larcombe, Vice-President  
Washington Northeast S. U.  
802- 426-3245

## **New member packet**

Calendar

Vermont Education Directory

List of web sites – state contracts, VSBIT, DOE, state of VT (Dept of Taxes, Dept of Labor, Treasurer's office- retirement), DOL, ASBO , VSBA

List of acronyms

## **BUSINESS MANAGER 101 SCHEDULE – 2007-2008**

**Wednesday, September 26, 2007** - VSA office, 2 Prospect Street, Montpelier

- 9:00 – 10:30 AM Opening introductions – meet & greet
  - VSBIT – Joe, Diane, Tim, Don
  - VSA – Jeff, Anne
  - VSBA – John Nelson, Keri
  - DOE – Bill, Brad, Vaughn, Margaret, Cathy, Chuck
- 10:40 – 11:45 AM Service Plan & how it affects your funding
  - Sped Funding – timeline and how \$ is estimated/calculated
  - SEER report
- 11:45 – Noon Q & A & business managers helpful hints
- 12:00 – 1:00 PM Lunch and more business manager helpful hints
- 1:00 – 2:15 PM Student census (ADM), equalized pupils
  - Q & A & business managers helpful hints
- 2:15 – 2:30 PM SDE 1.1's

**Wednesday, October 24, 2007** – VSA office, 2 Prospect Street, Montpelier

- 9:00 – 9:15 AM Introductions
- 9:15 – 11:00 AM Act 68, Act 130, Vocational funding – Brad James
- 11:00 – 11:30AM Vaughn- net allowable tuition – DOE
- 11:30 – 12:30 Lunch
- 12:30 – 2:30 PM Budget prep
  - Handbook and general layout - Brenda
  - Salary and benefit worksheet – Donna
  - Act 68 worksheet – Cindy
- 2:30 – 3:00 PM Q & A and business manager helpful hints

Laura Nassau, Secretary  
Chittenden East S. U.  
802-434-2128

Donna Benoit, Treasurer  
Orange-Windsor S. U.  
802-763-8840

Tom Petit, Past-President  
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## **Wednesday, March 26, 2008** - VSA office, 2 Prospect Street, Montpelier

- 9:00 – 9:15 AM Introductions
- 9:15 – Noon HR overview Dean Haller- sponsored by VSBIT
  - The alphabet soup – what it means and how to comply – FLSA, FMLA, ADA, WC, HIPAA, Unemployment
- 12:00 – 1:00 PM Lunch
- 1:00 – 1:30 PM Negotiations website – Keri (VSBA)
- 1:30 – 2:30 PM Bidding; state contracts, cash flow calculations, short term borrowing, bond applications
- 2:30 – 2:45 PM Final Budget Collection
  - What if your budget hasn't passed (call Brad) or has been revoted
    - Separate articles
  - Union district budget defeats

2:45 – 3:00 PM Q & A and business manager helpful hints

## **Half Day Meeting – Following VASBO Meeting**

### **January 11, 2007**

- Vaughn Altemus – Budget Collection, Announced Tuition Collection
- Cathy Hilgendorf – Construction & Bus Idling Rules & Regulations

### **February 8, 2007**

- Consolidated Federal Programs
  - School Wide Plans –
  - Monitoring Role – Peter Brownell & Chuck Standard

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## **New Business Manager Training Sessions**

September 26, 2007, 9:00-3:00

October 24, 2007, 9:00-3:00

January 11, 2008, 1:00-3:00

February 8, 2008, 1:00-3:00

March 26, 2008 9:00-3:00

## **ENROLLMENT FORM**

Enrollment is limited to 15 participants' first preference is given to  
Business Managers hired after 7/1/2006

**Cost, including lunch and all materials is \$150**

**Please forward a copy of this complete form to Business Manager 101 Coordinator:**

Brenda L. Fleming, Business Manager  
Rutland Northeast Supervisory Union  
49 Court Drive  
Brandon, VT 05733 OR  
Email: [Bfleming@rnesu.org](mailto:Bfleming@rnesu.org)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

School District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Extension: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please forward your check for \$150 made payable to VASBO to:**

Donna Benoit, Business Administrator  
Orange-Windsor Supervisory Union  
3590 VT Route 14  
South Royalton, VT 05068

Please update your vendor file with new name and address information, if it differs from this.

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